

**UNIFIED JUDICIAL SYSTEM
POSITION DESCRIPTION**

JUDICIAL BRANCH EDUCATOR

CLASS CODE: 99-51-70

POSITION PURPOSE

Develops and implements comprehensive professional development programs for the judicial branch by incorporating educational research, best practices, and supporting data that focuses on promoting professional and personal growth as a significant component in achieving the mission and goals of the South Dakota Unified Judicial System (UJS).

DISTINGUISHING FEATURE

This position is distinguished by productiveness of training and education programs; success in identifying and meeting education and training needs of UJS employees; accuracy in planning and implementing the education and training programs; and fiscal accountability for budgeted funds.

MAJOR RESPONSIBILITIES

Note: The duties listed are typical examples of work performed by positions in this job classification. Not all duties are included, nor is the list exclusive.

1. Evaluates professional development programming and proposes and implements policies, standards, and procedures related to judicial education to develop, maintain, and enhance the quality of programs offered.
 - a. Develops methods to evaluate programs and identify needs for professional development.
 - b. Designs programs based on identified needs and best practices.
 - c. Creates and recommends basic standards for judicial branch education and evaluates them annually with supervisor.
 - d. Drafts an annual mission statement, goals and objectives, and performance measures relating to judicial branch education and evaluates and revises as necessary.
 - e. Tracks required educational reporting data including participants, events, and performance measures.
 - f. Assists in establishing education advisory committees by providing structure and leadership.
 - g. Participates in development of and manages the budget for education and training.
2. Coordinates and implements plans for professional development curriculums and programs to be included in scheduled events, and leadership and development training.
 - a. Manages budgeted funds for the education programs.
 - b. Recommends and implements curriculums and programs, and develops and assembles materials.
 - c. Maintains a resource library of training materials and course catalogs.
 - d. Creates, distributes, and maintains the annual education and training calendar.

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- e. Registers employees for UJS and non-UJS training and verifies payments; and processes out-of-state training requests.
 - f. Maintains a master report of judicial education and training by fiscal year.
 - g. Prepares contracts with speakers to provide training and presentations.
 - h. Manages conference set-ups including reservation of meeting and sleeping rooms, meeting room layouts, equipment for presenters, and other various details.
 - i. Maintains a database of training records and provides an annual training report to the supervisor and other groups as approved.
3. Develops effective relationships by participating with advisory boards, planning and training committees, and annual NASJE conferences to ensure effective and applicable program content and delivery.
 - a. Implements processes to ensure that content delivered is the result of a carefully developed plan, at both program and curriculum levels.
 - b. Ensures effective delivery of content intended to change the behavior of participants in a positive way.
 - c. Manages a program to use judicial branch personnel as faculty for their peers by offering group courses, one-to-one consultation, and coaching and mentoring.
 - d. Recommends instruction delivery mechanisms, including distance education, that is appropriate for learners and the content to be presented.
 - e. Builds and maintains support for judicial training and education and organizational development.
 - f. Collaborates with training teams to implement program and curriculum goals, e.g., establishing learner objectives, selecting audience composition, identifying appropriate subject matter, selecting faculty members, delivering subject matter in a way that enhances individual and organizational performance, and gaining feedback for continual improvement through evaluation methods.
 4. Evaluates the training and education programs continually to match the needs of the organization with various learning opportunities and keep pace with the needs of the learners.
 5. Maintains the UJS Learning Management System (LMS) to ensure proper tracking of UJS and non-UJS training.
 - a. Monitors updates of the LMS from vendor.
 - b. Maintains user accounts.
 - c. Ensures training records are entered in a timely and accurate manner.
 - d. Provides reports as needed.
 - e. Provides documentation to users to ensure ease of use.
 6. Performs other work as assigned.

SUPERVISORY FUNCTIONS

This position is instrumental in the development of effective education and training programs for UJS employees, and manages implementation of approved programming statewide.

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ESSENTIAL FUNCTIONS REQUIRE

Sitting and standing for most of a scheduled day during office work and training assignments; operating office machines such as a computer, telephone, copier, etc.; lifting (20-25 pounds), transporting, and setting up training materials and equipment; frequent travel in all types of weather conditions both in and out of state for meetings and trainings; and attendance in accordance with rules and policies. The incumbent is also required to speak in a fluent, clear, and understandable manner; work effectively with coworkers and the public; manage stress appropriately; meet deadlines; and collaborate and gain consensus with many different personalities for many different agendas.

PROBLEMS AND CHALLENGES

Challenges include making sure that training and education curriculums meet the needs of staff in varied positions; are successful, stimulating, and valuable to the employees; and meet the goals and objectives of the organization overall. Further challenged to anticipate future executive needs of the organization and provide appropriate leadership training.

Problems encountered include managing multiple projects simultaneously; and making sure policy and procedural changes are incorporated into programs, and communicated to employees.

DECISION-MAKING AUTHORITY

Decisions include developing and implementing the training and education programs for the UJS; evaluating training and education needs of staff and recommending curriculums to meet those needs; managing the training budget; developing and implementing training agendas and arranging format, speaker contracts, facility and food contracts, frequency, costs, dates, etc.; and proposing new training and education programs.

Decisions referred include changes to policies and procedures, approval of changes in training and education programming, approval of budgetary issues, and changes that may impact the whole organization.

CONTACT WITH OTHERS and PURPOSE

Frequent contact with directors and staff in the State Court Administrator's Office, and education and training teams and committees to discuss training and education program needs; with faculty to provide training, mentoring, and one-on-one guidance in presenting curriculums; and with training organizations, speakers, and other contractors regarding mechanics and best practices of program and curriculum implementation; occasional contact with other state agencies on coordinated efforts with projects and programs; and annual contact with other NASJE members to exchange information and ideas in training and education and programs.

WORKING CONDITIONS

The incumbent works in a typical office environment, travels frequently to set up and provide in-state training, and travels occasionally for out-of-state meetings and training in various settings.

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COMPETENCIES/QUALIFICATIONS FOR APPOINTMENT

Knowledge, Skills and Abilities:

Knowledge of:

- training and education program planning, e.g., establishing learning environments, safety issues, productive training, etc.;
- instructional design models appropriate and effective for educating adults with various learning styles;
- basic principles of succession planning;
- organizational dynamics;
- presentation techniques and practices.

Skill in:

- organizational management
- time management;
- written and oral communication;
- self-motivation.

Ability to:

- evaluate effectiveness of courses and training programs;
- integrate curriculum development models into an existing environment of event-based planning;
- design instructional techniques and deliver content based on the design;
- provide constructive feedback and consultations with faculty regarding delivery of educational and development materials;
- integrate use of delivery mechanisms into appropriate contents;
- translate effective models and theories into practical applications;
- speak publicly to small and large groups.

Education:

Bachelor's degree in education, communication, business management, or a related field.

Experience:

Three (3) years of experience in the delivery of continuing adult education, delivery of teaching/public presentations, or work experience with the court system; or an equivalent combination of related education and experience.